

STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM
Orientation Seminar Announcement and Registration Form- KENT COUNTY
Announcement

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Delaware Administrative Office of the Courts as the first step in the credentialing and registration process to become certified court interpreters in the State of Delaware.

The Administrative Office of the Courts will offer a one-day orientation session:

WHEN:
Tuesday , February 15, 2022
8:45 a.m. – 4:00 p.m.

WHERE:
DelTech Terry Campus
100 Campus Dr., Dover, DE 19904

Registration Deadline: Monday, January 31, 2022

The cost of Orientation is \$ 65.00 for Delaware residents and \$120.00 for Out-of-State candidates who live within 100 miles round trip of any Delaware Courthouse.

This orientation will include the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

Important- Please read below

- Registration will not be refunded or postponed if you fail to appear for the orientation, you arrive late, or cancel your registration after the deadline of January 31, 2022. The exception to this policy is if you are feeling sick at any time before the orientation and need to cancel.
- If you experience COVID-19 symptoms, or experience another medical reason that would prevent you from participating in the orientation, you will be given the opportunity to register for an alternative date (to be determined) or request a refund of your registration fee.
- Spots to attend the Orientation Seminars in-person are limited. An option to participate remotely via video will be available if required in order to practice physical distancing.
- Court interpreter seminar and exam procedures were modified to comply with the Judicial Emergency issued March 15, 2020 to slow the spread of COVID-19. Please read all announcements carefully and visit DelTech's Coronavirus updates web page before visiting: <https://www.dtcc.edu/about/news-events/coronavirus-update>. Please read all Delaware Court announcements carefully and visit our [Response to COVID-19 web page](#) for closing and before visiting a courthouse.
- Response to COVID-19 may require that on short notice orientation seminar/s be held remotely only via video using ZOOM or a similar video conferencing platform. Updates, if any, will be sent to registrants via email.
- If you have any questions, please contact the Coordinator via email at jennifer.figueira@delaware.gov

You may keep this page for your records.

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURTS
COURT INTERPRETER PROGRAM**

ORIENTATION SEMINAR REGISTRATION FORM-- KENT COUNTY

Event Date: TUESDAY, February 15, 2022

**Place: DelTech Terry Campus
100 Campus Dr., Dover, DE 19904**

If you wish to enroll in this court interpreting orientation seminar, please complete the registration form and return it along with the registration fee by January 31, 2022. Once your registration is accepted, you will receive a confirmation email.

Please complete all the fields and return the registration form along with the registration fee by January 31, 2022 to the Court Interpreter Program's mailing address below.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Email address: _____

☐ Foreign Language(s) - Please list: _____

☐ Interpreter for Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE NECESSARY _____

Method of Payment Enclosed: ☐ Check ☐ Money Order

Do not send cash. We cannot accept cash under any circumstance.

Make check/money order payable to the State of Delaware and please write your name on the check/money order. Please note that preference will be given to Delaware residents. All others will be admitted on a first-come first-serve basis for spaces remaining, if any. A \$35 fee will be charged for all returned checks.

\$ 65.00 - Delaware residents

\$120.00 - Out-of-State resident who live within 100 miles round trip of a Delaware Courthouse

Please read both pages (announcement and registration form) carefully. To register, please complete this registration form and mail it along with your payment by January 31, 2022 to:

**Administrative Office of the Courts
405 N. King St., Suite 507
Wilmington, DE 19801
Attn: Jennifer Figueira/Orientation**